Control Centers

1101.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a 24-hour secure control center for monitoring and coordinating the facility's security, life safety and communications systems, including aspects of staffing, training and communications and monitoring capabilities.

1101.2 POLICY

It is the policy of this office to provide sufficient space for a 24-hour secure control center, which shall be staffed continuously for the purpose of monitoring and coordinating the facility's security, life safety and communications systems. It is the responsibility of the Chief Deputy of Corrections to ensure that current written orders for every Central Control post are available and that a process is in place to verify that control technicians assigned to those posts acknowledge in writing by signature and date that they have read and understand the orders. The Chief Deputy of Corrections or the authorized designee shall review post orders annually and update them as needed.

1101.3 COMMUNICATIONS AND MONITORING CAPABILITIES

Central Control and unit control shall have multiple means of direct communication capabilities with all staff control stations in inmate housing areas, including telephone, intercom and radio.

The Central Control and unit control staff shall be responsible for monitoring fire, smoke and life safety alarms and shall have the means to summon assistance in the event of an emergency.

Central Control and unit control shall be located in close proximity to the inmate living areas to enable staff to monitor and respond quickly to any emergency.

1101.4 FAST REACTION CHECK LIST

A fast reaction check list shall be developed. Copies of the checklist should be maintained at key posts. Clear procedures should be incorporated into checklist for response to emergencies, such as fires, natural disasters and criminal acts.

1101.5 TRAINING

The Training Manager shall ensure that all staff members assigned to posts are properly trained to perform all duties and responsibilities. This is particularly true in fire, life safety and the emergency response procedures that have been implemented by the Chief Deputy of Corrections. All training should be documented in each employee's training file and retained in accordance with established records retention schedules (WAC 44-14-03005).

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1101.6 MALFUNCTION AND RESTART OF ELECTRONIC SECURITY CONTROL SYSTEM

If the electronic security control system becomes inoperable or malfunctions, the Control technician shall immediately notify the Shift Supervisor and attempt to restart the system. Staff may transfer control to another control station when a control screen malfunctions.

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